

DEVELOPMENT REVIEW SERVICES ADMINISTRATOR

DEFINITION

To plan, direct, supervise, and coordinate the work of the Development Review Services Division of the Community and Economic Development Department; to administer the zoning ordinance and related development regulations, as designated by the City Planning Director, and direct the processing of development permits.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Community and Economic Development.

Provides direct and indirect supervision to professional, technical and clerical staff.

ESSENTIAL DUTIES

1. Plans, organizes, controls, and evaluates the functions and activities of the Development Review Services Division including project planning, subdivision engineering and landscape design.
2. Administers zoning, sign and parking regulations.
3. Coordinates development review services with outside governmental agencies and citizens groups.
4. Develops forms and procedures for processing applications for zoning and development permits and other development processing activities.
5. Prepares and/or reviews reports and recommendations relating to applications for development and related code amendments and environmental assessment procedures.
6. Serves as staff and prepares or directs preparation of reports, studies, analyses and recommendations for the Planning Commission.
7. Presents staff recommendations to the City Council, council committees, boards, commissions and other public bodies.
8. Meets with developers and the general public regarding development applications and processes to explain purposes, regulations, policies and to accepted development practices.

Development Review Services Administrator (continued)

ESSENTIAL DUTIES (continued)

9. Assists in budget preparation and administration.
10. Supervises, trains, and evaluates professional, technical and clerical staff.

OTHER JOB RELATED DUTIES

1. Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Principles and practices of city, county, and regional planning.
- B. Principles and practices of zoning administration, site planning, subdivisions, architecture, and landscape architecture.
- C. State laws and municipal and county ordinances governing land use, zoning, subdivisions, and environmental regulations.
- D. General principles and practices of effective administration, budget preparation and personnel management.
- E. Cost recovery techniques and fee structuring.

Ability to:

- F. Plan, organize, and coordinate complex planning projects and studies.
- G. Plan, prepare and supervise the work of professional and technical staff.
- H. Establish and maintain effective working relationships with the public, developers, consultants, governmental officials, and public bodies.
- I. Interpret and apply zoning regulations and planning concepts to unusual or difficult land use problems.

Development Review Services Administrator (continued)

Ability to (continued):

- J. Communicate clearly and concisely, orally and in writing.
- K. Read and interpret development plans and specifications.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities are:

Experience:

Four years of increasingly responsible experience of a supervisory, administrative or professional nature in planning, development processing, or a related field.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in planning, public administration or a related field.

SPECIAL REQUIREMENTS:

Essential duties require the ability to work in a standard office environment, to access a computer and to make presentations to public bodies.

PROBATIONARY PERIOD: One Year

791CS93

July 1993

APP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt